

SUBJECT: Special Use Permits - Accepting, Processing, Issuance

EFFECTIVE DATE: August 2003, Rev. Oct. 2004, Reviewed and updated 6-08

POLICY NUMBER: PL – 014

SEE ALSO: PL – 010, PLF –031
Chapter 42, Article IV, Section 42-59 (see PLF – 023)

POLICY SUMMARY

1. Special Use permits are required for all open-air markets (flea markets or farmers markets) unless they are located in a downtown public parking lot. Special Use permits require review and approval by the Salina Planning Commission for the initial event for which the permit is sought. Subsequent permits may be renewed annually without PC approval as long as all of the original conditions are met.
2. Development Services administrative staff provides a packet to the applicant that includes:
 - Information from the SFD regarding tents and canopies (ask applicant if they plan to erect a tent or canopy). This form is furnished by the Salina Fire Dept. and copies are on file in D.S. Dept.
 - A copy of Chapter 42-59 of the Salina Code (PLF-023)
 - Blank Application (PLF-0)
3. Before accepting any completed applications, administrative staff will schedule a pre-application conference with the applicant to meet with Dean Andrew or a delegated assistant planner.
4. If no major issues are identified in the pre-application conference, the applicant shall complete and submit the application form. Development Services administrative staff can assist the applicant regarding ownership verification by using information available through GIS or Register of Deeds database.
5. **The applicant is required to obtain the signature of the property owner or an authorized representative of the owner.** (example: Wal Mart general manager would be appropriate to sign as an authorized representative OR most business owners who lease their buildings are authorized representatives) Ask questions of the applicant to determine from whom he is getting approval.
6. All Special Use Permit applications shall be submitted to Development Services. Administrative staff accepts the permit application by date stamping the form. Staff will confirm that both the property owner and applicant have signed the application. Do not accept applications without both signatures.
7. Administrative staff person attaches the application to the address file and places the application in Dean Andrew's mailbox.
8. If approved by the Planning Commission, the bottom half of the form will be completed by Development Services staff person, including any special conditions imposed by the Commission. If denied, the word "DENIED" will be written in the 'special conditions' box with a date and a reason for the denial.
9. D.S. staff person will return the address file (with the approved or denied application attached to the front) to administrative staff.
10. Development Services administrative staff will notify the applicant that the permit is approved and ready to issue. After the Special Use Permit is issued the original shall be placed in the address file and a copy given to the applicant. Copies shall also be given to the Property Owner; Neighborhood Services, attn: Judy Irvin; Fire Department, attn: Roger Williams, and Police Dispatch, attn: Wayne Pruitt. Whenever possible the copies should be scanned and emailed to the group list in lieu of paper copies.
11. If denied, the applicant shall be notified and the original application shall be placed in the address file.